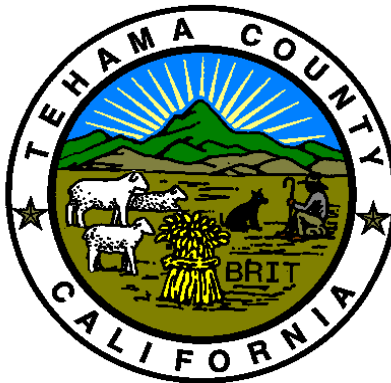


THE SUPERIOR COURT OF CALIFORNIA, COUNTY OF TEHAMA AND TEHAMA COUNTY



INVITES APPLICATIONS FOR CHIEF PROBATION OFFICER

FINAL FILING DATE: July 8, 2009

THE COUNTY OF TEHAMA

Nestled in the northern Sacramento Valley, Tehama County lies approximately midway between Sacramento and the Oregon border. With safe neighborhoods, a wonderful climate, excellent educational and recreational opportunities, and great people, Tehama County offers the ultimate in healthful, leisurely living. Approximately 2 hours north of Sacramento on the I-5 corridor, the County has an area of approximately 3,000 square miles, with a current population of about 60,000, and the cities of Red Bluff, Corning, and Tehama.

The climate is typical of that found in the Central Valley, with summers being very warm and dry and mild, wet winters. The County's economy is based on agriculture, including ranching, farming and timber production.

Excellent educational opportunities abound in Tehama County. Three high school districts (Red Bluff Joint Union High School, Los Molinos Unified, and Corning Union High School) provide a wide variety of options, and each of these districts is dedicated to bringing quality educational programming to community members. In addition, advanced educational opportunities are available within an hour drive through the California State University, Chico and Butte Community College located to the south, Simpson University and Shasta Community College to the north. Various outreach classroom facilities are also available within the County.

Tehama County is the central point of widespread recreational areas which provide hiking, camping, scenic tours, golfing, boating, hunting and fishing. With more than 300 miles of trails (including 17 miles of the Pacific Crest Trail), hiking within the County can be a day-trip adventure or a week-long back-country experience. Forty-five miles to the east looms Lassen Volcanic National Park. Established as a national park on August 9, 1916, it encompasses 160 square miles of spectacular volcanic exhibits and impressive Lassen Peak, named for Peter Lassen.

THE PROBATION DEPARTMENT

The Tehama County Probation Department is an essential component of the Court justice system primarily responsible to ensure the reports and mandated services are provided timely, accurately, and fairly. The Department is also responsible for the assurance of compliance of court orders by individuals placed on probation. In carrying out this responsibility, the department utilizes the available resources and programs to implement practices and strategies to deal with the range of offenders referred by the Court.

The Tehama County Probation Department employs 55 full-time staff within the Adult Division, Juvenile Division, Support Services, and the Juvenile Detention Facility. The Adult Division is responsible for providing sentencing recommendations and supervision services for the Criminal Court. The Juvenile Division is responsible for intake, dispositional recommendations, and supervision services for the Juvenile Court. The Juvenile Justice Center houses the Juvenile Court, Juvenile Division, and the Juvenile Detention Facility which is a 60 bed high security structure. The Adult Division and administrative functions are housed on the same county property. The department budget is less than five million dollars annually funded by a combination of county general fund and limited state funded programs.

POSITION OVERVIEW

The Chief Probation Officer is a contract, at-will department head position which is appointed by the judges of the Superior Court. This position receives policy direction from the judges and fiscal program direction from the Board of Supervisors, through the Chief Administrator. Inherent in the effective performance of the duties of this executive management position is extensive collaboration with the Superior Courts, Board of Supervisors, Chief Administrator, social and community organizations, the media, other county department heads, law enforcement, social services, health departments, justice agencies and county schools. Performance of functional duties in addition to administration is required.

THE IDEAL CANDIDATE

The ideal candidate should be a strong leader who motivates staff to perform at their optimum level and is also able to make difficult or unpopular decisions and act upon them when necessary. In addition, the ideal candidate will possess the following qualities:

- Capable of clearly defining the department's mission and strategic plans.
- Ability to perform functional duties within the department as necessary.
- Willing to make changes, and able to overcome resistance to change.
- A concern for public and employee safety.
- An excellent communicator and delegator.
- Understanding and sensitive toward the special needs of children and victims.
- A creative person with vision.
- A demonstrated ability to develop and manage a budget.
- Ability and desire to enlist community support for probation services.
- Ability and desire to develop, implement and expand collaborative approach in dealing with human service agency clients.

MINIMUM REQUIREMENTS

A Bachelor's degree from an accredited college or university with a major in the behavioral or social sciences, criminal justice or a closely related field of study.

Five years of professional experience as a probation officer or Juvenile Detention Facility Superintendent, or law enforcement, including three years of supervisory or administrative experience. Other combinations of education and experience may be considered.

SPECIAL REQUIREMENTS

Must maintain Penal Code 832 qualifications, and Standards and Training for Corrections (STC) certifications.

Must possess a valid California Driver's License.

Requires current certification or re-certification in CPR and First Aid.

Within 12 months of selection, must successfully complete the Manager's and Administrator's Core Course and any other courses required or permitted by the California Board of Corrections and Rehabilitation Standards and training for Corrections program. Completion of the CPOC Command College is desirable.

The successful candidate must pass a physical examination including TB test and drug screen, and a background investigation including fingerprinting prior to appointment.

SALARY & BENEFIT PACKAGE

The Chief Probation Officer is a contract position. Salary and benefits will be defined dependent upon qualifications.

CURRENT ANNUAL SALARY: \$89,484
(Depending on Qualifications)

BENEFITS:

- **Retirement Plan** – California Public Employees' Retirement System (CalPERS) 3% at 55 benefit formula, calculated on highest year of compensation. (The County pays the employee's contribution.) The plan also includes **Military Service Credit**.
- **Health Insurance** – The County pays approximately 80% of the monthly premium for health, vision and dental insurance. A \$30,000 life insurance policy is also included.
- **Holidays/Vacation** – 13 paid holidays, plus Personal time off.
- **Cell Phone Allowance** - \$60 monthly

FILING INSTRUCTIONS

Candidates must complete and submit a Tehama County application form and answers to the "Supplemental Questionnaire" in order to be considered. Resumes will be accepted; however, they will not substitute for the regular application and answers to the questionnaire. Applications will be screened and, based on the application materials submitted, only the most qualified candidates will be selected for interviews.

**Applications may be submitted to:
Tehama County Superior Court
P.O. Box 278
Red Bluff, CA 96080**

Applications may be requested by writing to the address above or by calling (530) 527-3582. They are also available to be downloaded online at www.tehamacourt.ca.gov under "Job Opportunities".

APPLICATION DEADLINE

A Tehama County Application with answers to the Supplemental Questionnaire must be received by the Tehama County Superior Court by 5:00 p.m. on or before July 8, 2009 to be considered. Postmarks and faxes will not be accepted. Résumés without a Tehama County Application and answers to Supplemental Questionnaire will not be considered.

EMPLOYMENT ELIGIBILITY INFORMATION

Immigration law requires that all employees hired after November 6, 1986 must provide proof of work eligibility. Applicants will be required to submit original documents within three (3) business days of hiring, which will show satisfactory proof of 1) identity and 2) U.S. citizenship or legal right to work permanently in the United States.

SUPPLEMENTAL QUESTIONNAIRE

Answers to the Supplemental Questionnaire should be typed on 8 ½" X 11" paper and submitted with a Tehama County Application for Employment form.

- 1) List any achievements, memberships in professional organizations, special qualifications, training or skills that you possess which are relevant to this position.
- 2) Identify the top three challenges facing probation services in California and discuss your response to dealing with these issues.
- 3) What must a leader in probation do to motivate staff to perform at their optimum level?

EEO / ADA COMPLIANT / VETERANS' PREFERENCE POLICY / DRUG-FREE WORKPLACE